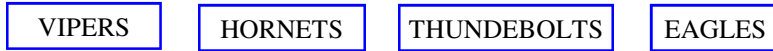


- 1) Get a headcount for all participants. Assign each person to a team of between 12 and 15 people.
- 2) Name each team. Be creative. You may use names that are part of your company or business units. You can use names of different fighter planes, for example:



- 3) Make nametags for each individual with their name and their assigned team. **Each person will need to sit with their assigned team at the beginning of the day.** This will facilitate the process of the teambuilding exercise which will come right after the main keynote.
- 4) For the teambuilding exercise, have breakout rooms to accommodate each team of 12 to 15 people to work. Each table will need sufficient paper/pencil and at least one flip chart with markers.
- 5) After the teambuilding exercise, there is a 20 minute break, then everyone will rejoin in the main room where the opening keynote was delivered.

Breakout rooms can vary.  
Teams can be in the same room separated by "pipe and drape." If the main room where the keynote is held is large enough, teams can break off into separate corners of the room.

**Meeting Planner Timeline:**  
**60 minutes—Target Leadership Keynote**  
**15 Minutes—Break**  
**20 Minutes—Introduce game and assign roles**  
**40 Minutes—Breakout rooms for game**  
**20 Minutes—Break (facilitators tally results)**  
**15 Minutes—Debrief Game—Main room**  
**45 + Minutes—Lessons Learned—Main room**

**Example of breakout rooms set up for 57 people.**

